

Site Specific Change in Grades **Served Notification Request**

 **Change in grade levels served for a specific school site**

This form should only be used when changing grades at a site that fall within the approved grades of the charter contract. To be used for single charter with multiple school sites serving different, previously approved grade levels

Required Materials for Administrative Completeness:

- Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with A.R.S. §38-431.01)
- Rationale for changing grades served
- If adding additional grades, please provide documentation that the current facility can support the additional grades.
- If adding additional grades, please provide documentation that the current enrollment cap can support the additional grades.
- If decreasing grades, provide a narrative describing:
 1. The number of students displayed
 2. Efforts taken by the school to provide students with options and assistance in enrolling in another school

Eligibility Criteria –

In order for the request to be considered by the Board, the charter holder must:

- Meet or demonstrate sufficient progress toward the level of adequate academic performance as set and modified periodically by the Board.
- If applicable, be in compliance with No Child Left Behind requirements. This is determined by information provided by the Academic Achievement Division at the Arizona Department of Education.